

## DRAFT STATEMENT OF WORK

ISSUE DATE: FEBRUARY 4, 2003  
Closing Date: February 18, 2003  
Closing Time: 12:00 EST

---

SUBJECT: People, Energy, and Development (PED)(Increasing the capacity of people to determine their own development)

Ladies/Gentlemen:

**THIS IS NOT A REQUEST FOR PROPOSAL. USAID IS PREPARING FOR ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR THE SUBJECT PROGRAM. USAID IS SOLICITING COMMENTS FROM INTERESTED PARTIES, IN ORDER TO FURTHER REFINE THIS DRAFT SCOPE OF WORK (DSOW).**

THE GOVERNMENT CONTEMPLATES AWARD OF THREE (3) OR MORE INDEFINITE DELIVERY, INDEFINITE QUANTITY CONTRACT (IQC OR IDIQ). THE INDEFINITE QUANTITY CONTRACTS (IQC'S) WILL BE AWARDED UNDER FULL AND OPEN COMPETITION, PARTIAL SET-ASIDE FOR SMALL BUSINESS CONCERNS, AND SET-ASIDE FOR SMALL DISADVANTAGED BUSINESS (8[A]) CONCERNS. THE TOTAL ESTIMATED COST FOR THIS SECTOR WILL BE ONE HUNDRED MILLION US DOLLARS.

Your comments will be appreciated and considered as we finalize the RFP for the proposed contract. No information on Pricing, Competition, Instructions to Offerors or Evaluation Criteria is available at this time.

Answers to the questions will be posted in the Solicitation (contractors will not be identified with the question). Comments may or may not be incorporated in the Statement of Work. Comments will be accepted until February 18, 2003, 12:00 EST. All comments shall be addressed to Bettie F. Bowles in writing at (Email preferred: [bbowles@usaid.gov](mailto:bbowles@usaid.gov)), fax: 202-216-3396, or by mail addressed: USAID, 1300 Pennsylvania Ave., Attn: Bettie F. Bowles, M/OP/G/EGAT, RRB 7.9-112, Washington, DC 20523.

Thank you for your interest in USAID.

Sincerely,

Theressa Pollitt  
Contracting Officer

**People, Energy, and Development (PED)**

*Increasing the capacity of people to determine their own development*

**DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

**Objective**

The Office of Energy and Information Technology (EIT), in the Economic Growth Agriculture and Trade Bureau (EGAT) seeks to increase the capacity and ability of USAID counterparts in developing countries to cause their own development, as individuals and as institutions, with respect to the programmatic areas of the Energy Team. To achieve this objective, USAID intends to award an indefinite quantity contract (IQC) that will emphasize the strategic application of informational and educational strategies, methods, tools, and technologies to enable host country counterparts to realize development goals in the energy and environment sectors. Activities under the IQC may focus on and contribute to broader Agency themes of economic growth, democracy and governance, agriculture, health, conflict resolution, and humanitarian assistance, as they relate to the energy sector and the environment.

**Statement of Work**

Sufficient knowledge, skills, and abilities (KSAs) are required for progress in attaining sustainable energy generation, distribution and use, and indeed is required to achieve goals in that area. The impact of any energy or environmental activity that the Office of Energy and Information Technology undertakes will be measured by how well the acquisition of new KSAs contributes to these results. The Contractor shall design, develop and implement technical training activities to support the programmatic areas of the EIT. IQC activities will leave program participants with demonstrated knowledge and/or skills and/or abilities and/or attitudes that they previously did not have and that are specifically germane to the goals and objectives of the operational units of USAID Missions and Regional and Pillar Bureaus.

USAID will define, in each Task Order, the Contractors duties and responsibilities, and relationship with appropriate USAID staff.

The Contractor shall design, develop, and implement systems for evaluating the results of energy/environmental technical training, and how those results impact the successful accomplishment of strategic objectives, strategic plans, and results framework.

The Contractor shall comply with and administer USAID participant training regulations, including ADS253. The Automated Directives System (ADS) provides guidelines for the Agency's Participant Training Program.

[**Note:** Offerors may access ADS253 via USAID's home page, at <http://www.usaid.gov>, select USAID Procurement Regulations (Handbooks), and then select Automated Directives Systems Series 200.]

The Contractor shall work with host Governments, private sector, non-government and private voluntary organizations, and financing institutions in order to utilize local expertise as much as possible. The Contractor shall ensure that assigned professional staff possesses skill levels appropriate to the needs of the project and that the contract resources are used in a cost-effective manner.

### **Illustrative Activities**

The Contractor will develop comprehensive training/educational activities by providing the expertise or building the capacity within country such as the following:

- I. Undertaking needs assessments in specific countries to determine what training is needed, for how many people, and who should be trained;
- II. Developing curricula and teaching materials for developing country energy problems;
- III. Facilitating the finance of major programs targeted at identified training needs at the senior and middle level; and
- IV. Establishing and expanding ties with U.S. universities, government laboratories, research institutions, consulting engineers, energy companies, and professional societies that can offer expertise to developing countries and establish long term institution-to-institution relationships.

Illustrative programmatic areas might include:

### **Energy Sector Reform such as:**

- ◆ Energy Security and Energy Sector Planning
- ◆ Restructuring: Policy, Legal and Regulatory Framework
- ◆ Development of Independent Regulatory Bodies Unbundling
- ◆ Development of Market Rules
- ◆ Privatization and Corporatization of Energy Sector Entities
- ◆ Strengthening Institutions
- ◆ Enhancing Decision-making and Management Capacity

### **Energy Efficiency, Utility Management, and Environmental Resource Management such as:**

- ◆ Improving International and National Energy Efficiency Policies
- ◆ Improving Decision-making and Management
- ◆ Increasing Technical Energy Efficiency
- ◆ Increasing Investment in Energy Efficiency

## DRAFT STATEMENT OF WORK

- ◆ Energy Efficiency Market Development and Financing
- ◆ Utility Management
- ◆ Environmental Resource Management

### **Regional Energy Planning, Trade, and Energy Security such as:**

- ◆ Frameworks for energy planning and cross-boarder trading
- ◆ Development and enhancement of energy statistics
- ◆ Regional policies for the oil and gas sector
- ◆ Forums to plan for incremental evolution of regional energy trade
- ◆ Development of organizational capabilities of utilities in regional transmission, integrated resource planning, and competitive market simulation

### **Renewable and Alternative Energy Sources such as:**

- ◆ Improved Policy, and Legislative and Regulatory Frameworks
- ◆ Increased Commercialization of Renewable Energy Resources and Technologies

### **Pollution Mitigation in the Transportation Sector such as:**

- ◆ Increased alternative Fuels
- ◆ Air Quality Monitoring

### **Rural Energy Services and Community Development such as:**

- ◆ Developing of Revolving Funds and other Financial Mechanisms
- ◆ Development and strengthening of Renewable Energy Associations and Networks
- ◆ Development of Rural Energy/Distributed Energy Business Models

### **Energy and Environmental Infrastructure and Technology Transfer such as:**

- ◆ Technology Transfer
- ◆ Promotion of Private Investment in Energy and Environmental Technology

The Contractor may be called upon to engage Mission staff, including research, design, and development work as required to assist USAID Missions and Pillar and Regional Bureaus in implementing:

#### **I. Analysis and Design**

Training Needs Assessments (TNA):

- Preliminary definition and recommendations for energy-related program design;
- Analyses and assessments of options for energy-related training and capacity building program design, including recommendations and budget options;
- Technical activity and program design, including budget options; and

- Training, capacity building and institutional strengthening assistance to Missions to support USAID program performance for energy-related programs. Such activities may include, but not be limited to:
  - Establishing or revising Performance Monitoring Plans;
  - Design of indicators, including establishing baseline data and performance targets;
  - Data collection and conversion of data into baseline, target and performance data; and
  - Data reporting.

## **II. Implementation**

Types of Activities that may be implemented, but not limited to the following:

### Primary Activities: Training/Capacity Building

- Workshops
- Study Tours
- Conferences
- Regional Groups/Initiatives
- Distance Learning
- Follow-up activities/initiatives
- Web sites
- Practitioner's "how to" handbook and/or toolkits
- Education, communication and outreach programs
- Alumni Associations
- Professional certification
- Organizational Development and Change Management

### Secondary Activities: Technical Assistance

- Desk Studies
- Knowledge Management Network
  - ◆ Serve as a problem solving mechanism for its members to pose questions to the network; and receive quality solutions (in terms of best practices and lessons learned, experiences, and research-based findings).
- Reference Centers
- Fora/Threaded Discussions (start/end)
  - ◆ Facilitate a discussion and exchange of ideas on poverty, governance, social development and the environment and their relationship to energy; and
  - ◆ Inform participants on latest developments on sustainable energy, climate change, and development (publications, research findings, conferences and seminars).

### Professional Assistance Activities

## DRAFT STATEMENT OF WORK

- Invitational Travel
- Advanced courses/certification